



Custodial & Maintenance Supervisor

Job Specification
Classification: Competitive
Series: Maintenance
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is a stand alone position which is responsible for supervising the work of employees engaged in building cleaning and maintenance of surrounding grounds. The incumbent is responsible for independently performing a variety of semi-skilled mechanical and maintenance tasks in the repair of buildings. The work is performed under the general supervision of a higher level supervisor with leeway allowed for the use of independent judgment in carrying out details of the work. Supervision is exercised over a small subordinate custodial staff. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing, scheduling, and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.
- Monitors and inspects assigned projects to ensure work is on track, advises on appropriate construction practices, and monitors materials.
- Performs semi-skilled work in masonry, carpentry and electrical operations; uses a variety of hand and power tools in performing duties.
- Maintains and repairs equipment and tools used and lawn and snow removal equipment.
- Does interior and exterior painting; repairs windows, doors, floors, walks and other parts of buildings.
- Cleans and repairs boilers, heating and air conditioning units.
- Repairs and replaces plumbing fixtures.
- Monitors inventory and equipment supplies; fills out appropriate purchase orders or requests, and compares vendor pricing.
- Maintains work records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices, methods and materials used in cleaning of buildings;
- Practices, methods and materials used in buildings and grounds maintenance and repair, tools and terminology;
- Safe work practice and procedures.

Ability to:

- Supervise the work of others;
- Make semi-skilled masonry, electrical, plumbing and carpentry repairs;
- Assist in the training of others in the safe operation of equipment;
- Operate a computer and related software applications;
- Operate small hand and power tools and other related equipment;
- Order supplies, maintain inventory and routine records;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in building trades, electrical technology, heating and cooling technology and one (1) year of experience in building cleaning, maintenance and repair work; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in building cleaning, maintenance and repair work; or
- (C) An equivalent combination of training and experience as defined by the above.

Licensing Requirements: Current NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT: None

Classification history:

Revised: 4/17/2012